

Privacy Policy

Introduction

We are committed to protecting your privacy. This privacy policy sets out our privacy practices and explains how we collect, process, hold and store (collectively referred to as handle) client data and with whom we share this information with. The information we handle is only that which is required by us so that we may deliver the services you require. Except as provided in this privacy policy, we do not supply your client data to any other company for marketing purposes. You may browse our website without telling us who you are or revealing any personal information about yourself. The information we collect from you is only that which is required by us so that we may deliver the site functionality, information you have requested or searched for and to provide you with our services.

By proceeding with using our services, you consent to the Company handling your data in line with this Privacy Notice. Our Privacy Notice will be reviewed on a regular basis and may be updated from time to time.

What is Personal Information/Data

When we refer to personal information we mean any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. Under data protection legislation it is known as personal data. Some personal information will identify you directly – for example, by giving your name and email address. It may also be possible to identify you indirectly, from information in which your name is not given, for example by naming your job title and employer, or by using another form of identifier such as an online identifier.

What Client Data Do We Collect – We may collect the various categories of Personal Information outlined below:

- **Personal Details** – Full name, Title, Job Description.
- **Contact Details** – Telephone number, mobile phone number, correspondence address, email address etc.

How We Collect Your Client Data - the following outlines the processes we employ to collect information:

- **Contacting Us** - we may record, use and store any telephone, postal, e-mail or other electronic communications provided by you. This is to ensure that we can refer back to any instruction you may have given to us as well as to ensure that the information we provide you with is accurate.
- **General Statistics** - we collect statistics relating to pages visited, paths through the website, search terms used to find us. This is done to improve the visitor experience, understand our customer's needs and help us improve site design and layout.